

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### LIFESKILLS INSTRUCTOR

Deleted: LIFE SKILLS

#### FLSA STATUS:

Non-Exempt

#### CLASS SUMMARY:

The LifeSkills Instructor is a stand-alone classification in the Safety Non-Sworn series. Incumbents are responsible for working with youth in schools and in after-school programs. Incumbents may also work in the Police Activities League, Mayor's Gang Prevention Initiative, or be assigned to other youth outreach programs.

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The LifeSkills Instructor is distinguished from other classifications by responsibility for performing activities focused on youth training. This is a non-sworn, uniformed position.

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**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

#### FRE- QUENCY

1.	<u>Prepares for and teaches a 12-week curriculum on drug prevention, alcohol use, and character issues in a unified school district classroom setting with weekly one-hour blocks of instruction per class.</u>	Daily 40%
2.	<u>Interviews youth candidates for the Mayor's Gang Prevention Initiative program; meets with parents to obtain consent for participation; conducts community outreach presentations.</u>	Daily 30%
3.	Works with school <u>district</u> staff to set schedules and establish positive relationships to foster the educational environment.	Daily 10%
4.	Facilitates a variety of activity-oriented techniques that are designed to encourage student-generated responses to problem-solving situations.	Daily 10%
5.		
6.	Issues, collects, assembles, disassembles, and maintains a variety of equipment and materials, such as display booths, tables and chairs, used in program activities.	Weekly 5%
7.		
8.	Processes a variety of paperwork in accordance with established timelines.	Monthly 5%
9.	Performs other duties of a similar nature or level.	As Required

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Deleted: Establishes rapport with children and work on building self-esteem through training, coaching, and after-school activities.

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5%

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Deleted: Plans and implements out-of-town activities involving youth and chaperones.

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**Training and Experience** (positions in this class typically require):

- ~~Two~~ years experience with a law enforcement agency as a sworn Peace Officer is required.
- OR
- ~~A~~

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**Licensing Requirements** (positions in this class typically require):

- Basic Class C License

**Knowledge** (position requirements at entry):

Knowledge of:

- Community and public relations principles and practices;
- Curriculum development principles and practices;
- Cultural diversity;
- Alcohol and drug laws.

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**Skills** (position requirements at entry):

Skill in:

- Implementing public relations/marketing initiatives
- Developing Life Skills curriculum
- Speaking in Public
- Coordinating and scheduling a variety of events and activities
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to environmental hazards, gasses, chemicals, oils and travel.

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**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)  
Date: 12/2007